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## United Nations Development Programme

Terms of Reference for procurement of consultancy services to assist the Project Management team of 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' to conduct tender evaluation exercises for specialised marine and oceanographic equipment

TITLE: National Consultant — Technical Specialist

SECTOR: Climate and Disaster Resilience

LOCATION: Mauritius

DUTY STATION: Home based

DURATION: 10 person-days

STARTING DATE: 20 April 2021

END DATE: 20 July 2021

CONTRACT PERIOD: 10 person-days over 3 months

### A. Project title:

PIMS 5736- UNDP supported/AF financed 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future'

### B. Project Description:

The 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project was approved by the Adaptation Fund in October 2018 following a regional call for proposals under the themes of Food Security and Disaster Risk Reduction. The project budget of USD 10 M will benefit Mauritius and Seychelles through coral restoration activities as well as capacity building programs and knowledge exchange for the region. The project is implemented under the Direct Implementation Modality (DIM) and involves executing partners in the Republic of Mauritius (Ministry of Blue Economy, Marine Resources, Fisheries and Shipping) and the Republic of Seychelles (Ministry of Environment, Energy and Climate Change). The project implementation started in 2020 and the duration is six years (72 months).

The overall objective of the project is to reduce the impact of climate change on local communities and coral reef-dependent economic sectors in the Republic of Mauritius and the Republic of Seychelles by implementing coral reef restoration with thermal tolerant corals as adaptation to climate change

In view of achieving the relevant project strategies, objectives and outputs, specialised ocean monitoring and survey equipment are being procured. In this context, the service of a Technical Specialist is required to support the Project Management Team in the tender evaluation of submissions which will be received following the Invitation to Bid (ITB) launched for specialised marine and oceanographic equipment.

## C. Scope of Work

The Technical Specialist will be part of the Evaluation Panel which will be set up at the level of UNDP to evaluate bids for procurement of highly specialized equipment such as the ocean monitoring and survey equipment. The Technical Specialist will also provide the principal technical input and advise the Regional Project Manager regarding the value for money on the procurement exercises conducted. While most of the work will be done home-based the consultant is expected to liaise with the Project Management team virtually during the evaluation exercises.

### **Duties and Responsibilities**

The duties of the Technical Specialist shall be as follows:

- Form part of the evaluation panel to evaluate the bids received for the procurement of ocean monitoring and survey equipment.
- Advise the Evaluation Panel to ensure value for money procurement.
- Assist the Evaluation Panel in seeking clarification with the bidders, if required.
- Assist the Evaluation Panel in finalizing the Evaluation Report
- Assist the Evaluation Panel in answering any queries until final approval of the Evaluation Report has been obtained.

## D. Expected Outputs and Deliverables

The Technical Specialist for Tender Evaluation for the procurement of marine and oceanographic equipment shall be remunerated in accordance with the time schedule and deliverables approved by UNDP. UNDP will be represented as appropriate by the Regional Project Manager or Head of Environment Unit. The list of Deliverables is shown in Table 1.

**Table 1: List of Deliverables of Technical Specialist**

	Activity	Tentative date	% Fee	Means of Verification
1	Signature of Contract	April 2021	20%	Contract signed
2	Completion of Evaluation exercise, approval of the case and after the contract is awarded for the procurement of the equipment.	June 2021	80%	Evaluation Report Approved and contract for procurement awarded

## E. Institutional Arrangement

The Technical Specialist for Tender Evaluation for the procurement of marine and oceanographic equipment will provide high quality services to the project management team and report to the UNDP.

## F. Duration of the Work

The Technical Specialist for Tender Evaluation for the procurement of marine and oceanographic equipment shall be for 10 person-days over a period of 3 months. This is a lump sum-based contract, based on set deliverables.

## G. Duty Station

Home-based

## H. Qualifications and Experience of the Successful Consultant

### Education:

A Master's Degree in marine science, natural sciences, physics, or any other relevant field

### Experience:

- Demonstrated expertise in the field of marine science and a good understanding of marine monitoring and survey equipment.
- At least 5 years in conservation, sustainable use, monitoring and management of marine and coastal biodiversity.
- Experience in conducting marine expeditions, ocean monitoring and surveys.

### Skills:

- Knowledge in IT
- Good Competency in English

## I. Scope of Price Proposal and Schedule of Payments

### Payment Conditions

This is a lump sum contract that should include costs of consultancy and other costs required to produce the above deliverables.

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor based on the Certificate of Payment (CoP) and supporting documents/respective against the deliverables stipulated in Section D.

## J. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Technical Proposal: Brief description of why the individual considers him/herself as the most suitable for the assignment (including his/her experience and Tracking Tools), and a methodology on how they will approach and complete the assignment. **The technical proposal should be submitted along with the P11 in a single pdf file;** and
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP. **The financial proposal should be submitted as a separate file (marked “Financial Proposal\_TA/ITB”) to procurement.mu@undp.org and should be locked with a password that would be provided upon request.**

## K. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

The evaluation shall be carried out by way of desk review.

Table 2 provides the Evaluation Criteria for the selection of the candidate.

**Table 2: Technical Evaluation Criteria**

Criteria	Max. Point
A Master's Degree in marine science, natural sciences, physics or any other relevant field	15
Demonstrated expertise in the field of marine science and a good understanding of marine monitoring and survey equipment.	25
At least 5 years' experience in conservation, sustainable use, monitoring and management of marine and coastal biodiversity.	25
Experience in conducting marine expeditions, ocean monitoring and surveys.	25
Relevant experience in the operation of equipment being procured	5
Good Competency in English and IT Proficiency	5
<b>TOTAL max.</b>	<b>100</b>

Candidates scoring a minimum of 70% of the technical evaluation, on the above shortlisting criteria (49 out of 70 Points) would be considered for the financial evaluation.

The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer.

The method of calculation of the final score is shown in Table 3 below.

**Table 3: Method of Calculation for Final Selection**

Criteria	Weight	Max. Point
Technical Evaluation	70%	70
Financial score	30%	30

The candidate ranking highest shall be selected.

#### L. Approval

This TOR is approved by:

Signature



Name and Designation: Satyajeet Ramchurn, Head of Environment Unit, UNDP

Date of Signing: 31 March 2021